

Where to Attend School
— FOR —
PROFITABLE EDUCATION.



NO. 33 O'CONNOR ST.

FORMERLY



(FOUNDED 1868.)

— — — — —
JOHN KEITH, - Principal,
OTTAWA, ONT.

with
Pamph
1892
no. 68.10

To Our Patrons and the Public :

Having purchased Mr. C. H. McCargar's interest in the National Business College here, a few words from us may be in order at this time.

The National Business College stands among the first schools in the Dominion, and is ever increasing its efficiency as a means of preparing young gentlemen and ladies for the BusinessWorld. It shall be our aim to make this institution second to none as a school for acquiring a thorough, practical, business education.

The staff are all experienced and practical teachers. The change in principalship affects in no way the plan of teaching, which has been so very satisfactory in the past, as I continue to teach the same subjects as heretofore.

I have had a long and successful career as a teacher, am a graduate of the Canada Business College of Hamilton, the leading commercial school of the west, and have had a few years' experience as a practical book-keeper.

The National Business College, Ottawa, will be known hereafter as "The Ottawa Business College" (formerly National Business College), Ottawa.

We are putting all our energies into the work of the College, and we feel certain of such a hearty response from the public as will make the Business College of the Capital the leading commercial school of the Dominion.

Shorthand and Typewriting.

Space will not permit much being said upon this subject. We have three rooms devoted exclusively to Shorthand and Typewriting, which will no doubt be sufficient to show that we pay special attention to these subjects. We have Remington, Caligraph and Smith-Premier typewriters in constant use for the benefit of our students.

When our students are sufficiently advanced to take dictation, we give them practice in office work. We require them to take from dictation our correspondence, in shorthand, and transcribe the letters on the typewriter. We aim to qualify our students to do office work in a manner that will meet with the approbation of business men.

We frequently have applications from business men for competent stenographers and typewriters. Any one taking our course and obtaining our diploma will be qualified to take a good position. There is a special demand for competent stenographers who can write both English and French.

To Public School Teachers.

Are you perfectly satisfied with the position you hold, or do you contemplate changing your vocation at some future time? To those who think of trying some other calling, we would say there is no way in which the average public school teacher can make the change at less expense than by entering a good commercial school, taking a thorough business course, and becoming a competent stenographer and typewriter. The English education you already possess, in connection with a thorough business education and skill in writing shorthand and using the typewriter, will place you in a position to secure a good situation and fill it with credit to yourself and satisfaction to your employer.

The Ottawa Business College (formerly National Business College), Ottawa, is just the school you should attend to secure an education that will qualify you for bookkeeper, amanuensis, teacher in commercial college.

Call on us or write to us before entering any other college.

In no institution of its kind in Canada is more attention paid to

Plain penmanship

where the students are taught a clean, legible, rapid business hand, which always possesses commercial value; therefore

Business Writing

is a most important element in a commercial training. In applying for employment, young men or women

who possess a good business handwriting always receive the preference.

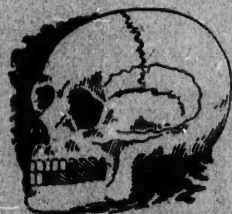
In business, writing is usually accepted as an index to the educational attainments.

Business Writing

is also taken up; and to enable those who have a taste for art, we have organized a new class for

Flourish

and while it forms no part of a business education, we are in a position to instruct in any kind of work pertaining to the pen, even portraiture.



Commercial Calculation.

Every occupation in life requires a knowledge of figures, and especially is this true with the business man with whom correctness and rapidity in commercial calculations are wholly indispensable.

To enable our students to attain the highest possible excellence in this department of their course, every student may receive from one to two hours in thorough practical instruction and drill in business arithmetic and rapid calculations; for what is a book-keeper without arithmetic? Our students are made familiar with the measurements of lumber in many shapes, lands, &c., Commission, Insurance, Taxes, Stocks and Bonds, Exchange, Partial Payments, Equating and Averaging of Accounts, and, in fact, all the calculations that may be of utility in the office, on the market, on the farm, or in any manufacturing shop.

Book-keeping.

Under this subject we not only teach the student the many methods of keeping books by single and double entry, but the student is required to make out Notes, Drafts, Cheques, Bills of Exchange, Accounts, Orders, Due Bills, Receipts, &c., &c., order his goods, buy drafts, discount notes—in fact, perform the actual work of the business man in the various kinds of business, together with his dealing with the "College Bank" and office work. Without such a drill, whether in the **Ottawa Business College**, or some other institution, no young man or woman can go out into the world and feel that they know business or can manage a business successfully.

The Best School.

When a decision is reached that it is desirous of securing a good business education, the next thing is to select **The Best School**. This we can understand to be a very difficult task, when reliable personal testimony is not available, especially when confronted with the statement in each of a dozen or more catalogues of different schools that "Our school is positively the best," while associated with this claim is usually an insinuation that all other colleges are frauds.

We dislike this spirit of bombast and meanness, and while we cannot claim superiority over all others, for want of knowledge of the work and management of several schools, our familiarity with the courses given

in many of our Canadian colleges enables us to claim equality with the best of them, and while we labor to do our work honestly and well, and to advance the interests of our patrons in every possible way, we are free to admit that we believe other schools do the same.

While our college is one of the oldest and largest in Canada, our course is abreast of the times, and our staff is composed of those of experience and activity, neither children nor those of feeble age, and while the younger schools must necessarily spend a great deal of time and energy in planning how to make themselves known, we are known, and are thus in a position to attend to the necessities of our students in receiving a thorough training in either the business or shorthand department.

Premises.

We have refrained from calling to our aid the artist and engraver, through whose skill the small, dingy, ill-furnished room is so easily transformed on paper into elegant apartments, supplied with all the latest equipments of modern counting-houses and offices, and invariably filled with students. To the uninitiated these "Palaces" appear very attractive, but we can assure you that, alas, in too many cases, it would be almost, if not utterly, impossible to recognize the apartments thus represented, if you were permitted to inspect them. Instead of alluring patrons with such a bait, we desire to state plainly that we have prepared our premises to suit our ourselves, for our own use; they are perhaps the largest of any business college in Canada; light, airy, steam heating, electric lighting, and contain from 75 to 100 thousand cubic feet of air. We are prepared to compare our rooms with those of any other purely business college in Canada. And why should we not have "The Best" rooms, situated at the Capital of Canada, as we are?

Commercial Law.

Commercial Law has grown to be a most important study, and constitutes a proper part of a Commercial Course. It is not expected that any student will become proficient in the study or acquire a profes-

sional knowledge of law; but the amount of information that can be obtained in the study is of great use in the ordinary affairs of life. It has been said that "he who is his own lawyer is a fool for a client," but a greater fool is he who does not know what can be readily learned of the principles of the trade which have become law.

That our law may be as practical as possible, we employ Mr. Geo. McLaurin, B.A., LL.B., one of the leading commercial lawyers in the city, who has charge of the subject and gives regular instruction to the students on all that pertains to commercial law. In very few colleges is there any instruction in law, many depending upon their own very limited knowledge, which was obtained perhaps out of school twelve years ago, and which may now be thus misleading the student and being a disadvantage to the law at all.

Correspondence and Spelling.

Perhaps in no business college in America is so much attention given to these subjects than at the Business College, Ottawa (formerly National College). These have become subjects of instruction in both the Business and Correspondence Departments. In these the student is required to write every imaginable kind of business letter, to punctuate, paragraph, spell, the use of punctuation, etc., and what book-keeper can be properly instructed without them?

In selecting a college see that special attention is given to them.

Grammar.

Grammar is another subject much neglected in the business college, and in the majority of cases no Grammar is taught. With this, as in the case of penmanship and spelling, when a student can just get by, he is by no means a competent book-keeper when a stenographer can take down from dictation a minute and read them back, and he is not means a competent stenographer. He is not a competent correspondent, and to be that he must be able to write a good letter as to spelling, grammar, punctuation, paragraphing, etc., etc.

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means a competent stenographer. He must be a good
writer and to be that he must know how to
write better as to spelling, grammar, punctua-
tion, etc., etc.

Practical Business Education.

The acquirement of a Business Education is the
best investment a young man can make, because it
can never be taken away and the longer it is used the
more valuable it becomes and the greater the income
it produces. To secure it involves so limited an
expense as to be within the reach of all, and no
young man or woman can well afford to be without it.

Our aim is to supply a course of such training,
second to none, and with our present staff, and
advantages peculiar to our situation, we think we hit
the mark.

Our College is situated at the Capital, where
students may attend the parliamentary debates free,
during Session, which they cannot do in any other city
in Canada.

Teachers.

That we may surpass all previous years' results, we
have secured a specialist in each department, and
consequently in no school in Canada can better work
be done than in the Ottawa Business College, Ottawa
(formerly National Business College). Send for our
catalogue, in which you will find the names of our old
teachers, new ones being substituted in several cases.

NOTE.—Any person sending us the names and addresses of a
dozen young men or women who may in the near future attend
a Business College will receive free one half dozen of *McCargar's*
"College Pen."

Finale.—After perusing the facts herein pre-
sented, if you are satisfied that we are honest in our
claims and deserving of your patronage, please write
us, if you are interested, for our catalogue or any
other information you may desire, and they will be
most cheerfully given; or if you are not interested
yourself we will consider it a favour if you will kindly
send us the names and addresses of any of your
acquaintances who may be interested.

Address

JOHN KEITH,

Principal, Ottawa, Ont.